

**BOARD OF SUPERVISORS
FINANCE/GOVERNMENT OPERATIONS AND
ECONOMIC DEVELOPMENT COMMITTEE
ACTION ITEM**

SUBJECT: CONTRACT RENEWAL/Companion Services

ELECTION DISTRICT: Countywide

CRITICAL ACTION DATE: May 10, 2016

STAFF CONTACTS: Ellen Grunewald, Family Services
Hope Stonerook, Family Services
Diane C. Smith, Finance and Procurement

PURPOSE: To renew the contract for Companion Services.

RECOMMENDATION: Staff recommends the Finance/Government Operations and Economic Development Committee (FGOEDC) recommend to the Board of Supervisors (Board) that the Purchasing Agent be authorized to renew the contract for Companion Services with The Home Care Team, Inc., in the amount of \$1,057,427.

BACKGROUND: On June 17, 2015, the Board authorized the Purchasing Agent to renew the contract for the Companion Services to The Home Care Team, Inc., for the period of October 1, 2015 through September 30, 2016, for the third of four (4) one-year renewal options.

This contract provides companion services to the elderly and disabled clients of the Department of Family Services. During the solicitation process, The Home Care Team, Inc., demonstrated the ability to provide the range of quality services required, highly trained and available pool of companions to service the contract, and extensive experience in working with and supporting social service agencies. The Home Care Team, Inc. has worked with Loudoun County for over 17 years, and Fairfax County for over 16 years.

Companion services are currently provided in the homes of eligible individuals who are 18 years and older who are physically or mentally incapacitated; or individuals who are over 60 years old who need assistance with activities of daily living. Needs assessments are conducted by the Department of Family Services. The services provided are the following: light housework, shopping, meal preparation, bathing, dressing, toileting, eating/feeding, supervision, and/or limited socialization activities. The Companion Program provides a service to intervene in Adult

Protective Services (APS) situations to protect individuals and stabilize critical and, at times, life-threatening situations.

ISSUES: During FY 2015, services were provided to 195 clients. Depending on the client's need, some clients receive as few as three (3) hours per week, while others receive as many as 25 hours per week. With Companion Services, approximately 80% of the clients served by this program during FY 2015 maintained or regained independence. The current contract period ends on September 30, 2016. Staff is recommending that the Board authorize the fourth and final renewal option for the period of October 1, 2016 through September 30, 2017.

FISCAL IMPACT: Sufficient funding for the first nine (9) months of the contract renewal is available in the Department of Family Services' FY 2017 operating budget and from state and federal grant funding. However, Contract renewal is not contingent on state or federal funding. Funding for the remaining three (3) months is subject to Board of Supervisors' appropriation for FY 2018.

Funding Source	Amount
Department of Family Services FY 2017 Operational Budget	\$757,070
Department of Family Services FY 2018 Operational Budget	\$252,357
State and Federal Grant Funding	\$ 48,000
TOTAL	\$1,057,427

ALTERNATIVES:

1. Recommend to the Board of Supervisors that the Purchasing Agent be authorized to renew the contract for Companion Services with The Home Care Team, Inc. in the amount of \$1,057,427.

OR

2. Do not recommend the contract renewal and direct staff how to proceed. This action would place approximately 195 elderly and/or disabled adults in crisis to meet their basic needs as well as at risk for abuse, neglect, exploitation, and/or institutionalization.

DRAFT MOTION:

1. I move that the Finance/Government Operations and Economic Development Committee recommend to the Board of Supervisors that the Purchasing Agent be authorized to renew the contract for Companion Services with The Home Care Team, Inc., for the period October 1, 2016 to September 30, 2017 in the amount of \$1,057,427.

OR

2. I move an alternate motion.